



Report to

WA State Office of Financial Management

Grants, Contracts and Loans Feasibility Study

Deliverable Expectations Document – Preliminary and Full Business Case



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Confidentiality/Validity

This document has been prepared by Sierra Systems for the sole purpose and exclusive use of WA State Office of Financial Management. Due to the confidential nature of the material in this document, its contents should not be discussed with, or disclosed to, third parties without the prior written consent of WA State Office of Financial Management.

1. INTRODUCTION

The Washington State Department of Ecology must replace its aged Contracts & Grants Management System that processed transactions totaling \$392 million in the 2003-2005 biennium. OFM has proposed that Ecology's replacement be directed into an enterprise system for Washington State to be used by multiple agencies for grants, contracts, and loans management. Benefits are avoidance of duplicative systems costs among agencies, cross-agency monitoring of projects, and improvement of core business practices. OFM is leading the effort, joined by the Departments of Ecology (ECY) and Community, Trade and Economic Development (CTED) as the first customers of the new system. An enterprise system is also mission-critical to CTED; it distributes over \$1.2 billion in new and existing contracts and loans through manual procedures and spreadsheets and seeks improved business practices and information systems.

This document is part of a feasibility study that will allow OFM, ECY and CTED to plan for an enterprise solution for grants, contracts and loans management (within the scope of this project) by documenting:

- The requirements for an enterprise grants, contracts and loans solution
- The business case for proceeding with such a solution
- The alternatives – and costs and benefits – for a solution and a recommended solution

And, for the recommended solution:

- A conceptual design
- A work plan
- A risk management plan

2. APPROACH

Information for the business case will be drawn from a variety of sources including:

- Previous requirements studies for CTED and ECY
- Requirements interviews
- Current Roadmap products, including the Grants and Loans Value Proposition document
- Vendor product research
- Best practices, as learned from experience and documented in Gartner studies
- Vendor information
- Information from ECY, CTED and OFM staff

Project team members will consolidate information from all these sources in the light of emerging requirements and form a list of alternatives. Alternatives will be investigated for:

- Anticipated fit/gap
- Projected costs
- Anticipated benefits

Alternatives will be documented in a Business Case document that will serve as the Preliminary Narrative of Alternatives and Emerging Recommendation, which OFM needs complete by February 17, 2006.

After that date the project team will elaborate more fully on the alternatives and their costs and benefits to produce the full Business Case document described here.

2.1. Deliverable Responsibility by Document Section

Section	Description	Resp.
Business Case and Preliminary Narrative of Alternatives and Emerging Recommendation		
Introduction		Baque
Background	Brief description of the project, the current business situation and business problems/issues	

Section	Description	Resp.
Sources	Sources of information for this deliverable	
Business problem or opportunity description	Description of the grants, contracts, and loans business problem and opportunity	Babington
Alternative Solutions Description	List and descriptions of the alternative solutions to be considered	Babington / Wilmot
Anticipated Fit/Gap	Summary description of anticipated fit of alternative solutions to requirements, <u>including an analysis of how many requirements can be met by the features generally available in an ERP solution</u>	CTED / ECY / Wilmot / Hudson / Sims / Babington
Projected Costs of Alternative Solutions	Summary projected costs of each alternative considered, including one-time and ongoing costs	Wilmot / Hudson / Sims / Babington
Anticipated Benefits of Alternative Solutions	Summary expected benefits, estimated as much as possible with current information	Babington / ECY / CTED
Analysis and Recommendation	Summary analysis of the alternatives and a recommendation of one solution, <u>including analysis using the Roadmap solution matrix</u>	Babington / Wilmot / Sims
Business Case and Full Narrative of Alternatives and Recommendation		
Introduction		Baquet
Purpose	Purpose of this document	
Background	Brief description of the project, the current business situation and business problems/issues	
Approach	Approach taken to complete this deliverable	
Sources	Sources of information for this deliverable	
Relationship to other deliverables	Relationship of this deliverable to others in the project	
Business problem or opportunity description	Description of the grants, contracts, and loans business problem and opportunity	Babington
Alternative Solutions Description	List and descriptions of the alternative solutions to be considered	Babington
Anticipated Fit/Gap	Description of anticipated fit of alternative solutions to requirements	CTED / ECY / Wilmot / Hudson / Sims / Babington
Projected Costs of Alternative Solutions	Projected costs of each alternative considered, including one-time and ongoing costs	Wilmot / Hudson / Sims / Babington
Anticipated Benefits of Alternative Solutions	Projected benefits, estimated as much as possible with current information	Babington / ECY / CTED
Analysis and Recommendation	High level analysis of the alternatives and a recommendation of one solution	Babington / Wilmot / Sims
Appendix A Revision Log	Log of all revisions to this document	

Section	Description	Resp.
Appendix B Supplemental Materials		

3. ASSUMPTIONS

All assumptions in the Project Plan were made when determining the expectations of this deliverable.

4. DELIVERABLE SCHEDULE

This schedule includes the review and sign off tasks that are associated with completing this deliverable.

Task	Start Date	Completion Date
1. Business Case and Preliminary Recommendation		2/17/06
2. Full Business Case document		3/3/06

5. DELIVERABLE FORMAT

The final deliverable will be a Word document delivered via email.

6. ACCEPTANCE CRITERIA

This section outlines the criteria that must be met in order for this deliverable to be considered complete. Prior to submission of this deliverable to OFM, the following criteria must be met.

- All sections are clear and accurate
- The document has been reviewed for quality by its agreed-upon approvers and has been found satisfactory

7. DELIVERABLE FINAL APPROVAL

The following are the required approvers of this deliverable. Approvers must select one of these dispositions after reviewing it:

1. I approve this deliverable and have no further questions or comments.
2. I conditionally approve this deliverable, contingent on the corrections below.

Approver: Sharon Novak	Disposition	Date
Approver: Allen Schmidt	Disposition	Date
Approver: Carol Baque	Disposition	Date

Comments: